

S E C R E T

27 January 1969

MEMORANDUM FOR : CS Historical Board

SUBJECT : Recent Developments

1. Since there have been several recent developments which I believe would interest the Board, I am including a brief description of each of them in this memo.

2. For some time I have hoped we could handle all aspects of CS histories from writing to binding, and as of today we are running a completely in-house operation. (Previously, xeroxing the second copy was done by Printing Services and binding was done by Printing Services in OCI on the 7th floor of Headquarters.)

A. A month ago we experimented with using two sheets of bond and carbon paper. This has proved to be a very satisfactory method; hence, xeroxing has been discontinued and our own typists do the whole job.

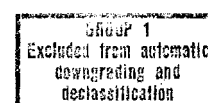
B. We ordered and now have a small puncher/binder machine which we purchased for \$250.00. Two of our girls have been instructed in its quite simple operation. Hence, all our histories will now be bound in-house.

C. The drafting of index cards for each completed history, formerly done by [redacted] at Headquarters, is now being done by our editors. This has increased efficiency since by the time they have read each paper several times for editing, they are the ones most familiar with the subject matter and only a very short additional amount of time is needed to draft the index card. Thus, the time previously required to transport the paper to Headquarters and for [redacted] to read it and draft the card has been eliminated.

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Thus, our whole operation is carried on by CS personnel at a significant saving of time as well as increased security. 25X1A
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5. We have compiled and prepared for dissemination to HO's, with an information copy to the Board members, a new research tool, "Organization and Key Personnel of the CS". This, we feel, will be very helpful to writers.

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6. A good deal of time has been spent since early January in going over office space plans for an enlarged Agency Historical Staff which will now, in addition to the space already occupied, utilize all the adjacent space originally allocated to the Clandestine Services Program, but now to be used by all four directorates.



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Executive Secretary
CS Historical Board

S E C R E T

☐ UNCLASSIFIED☐ INTERNAL
USE ONLY☐ CONFIDENTIAL☒ SECRET**ROUTING AND RECORD SHEET**

SUBJECT: (Optional)

FROM:

Executive Secretary
CS Historical Board

EXTENSION

NO.

212 Key Bldg.

DATE

27 January 1969

25X1

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

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